

15 December 1977

STATINTL MEMORANDUM FOR: Director of Data Processing
THROUGH : Executive Officer, ODP
FROM : [REDACTED]
Acting Chief, Administrative Staff, ODP
SUBJECT : Administrative Weekly Report
12 December - 16 December 1977

1. TRAINING

In the future, for those employees enrolling in language courses, it is requested that a statement be included in training requests (Form 73 for internal training and Form 136 for external training) whether the student will or will not be enrolled in the Language Proficiency Cash Award Program (LPCA) and whether a Language Incentive Program Recommendation (Form 3268) is being prepared. [REDACTED]

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2. PERSONNEL

Please return all FUST forms to DDA/EEO, 6E2917 as soon as possible. Call Margaret X4502 if you have any questions. [REDACTED]

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3. SPACE

a. Renovations of the DD/P Support Staff area will begin on 16 December. [REDACTED]

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b. The long standing GSA roadblock has finally been broken. GSA has approved the necessary renovations in [REDACTED] Building so that part of CAMS can be moving in. Hopefully, a starting date will be known next week. [REDACTED]

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c. Planning continues for consolidating SPS on the 4th floor of Ames Building. [REDACTED]

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